

December 16, 2016

6 Upload Documents

6.1 Dashboard

This section applies to all filing parties.

1. Once you have logged in to PTAB E2E you will be taken to your dashboard (see Figure 1: Dashboard below).

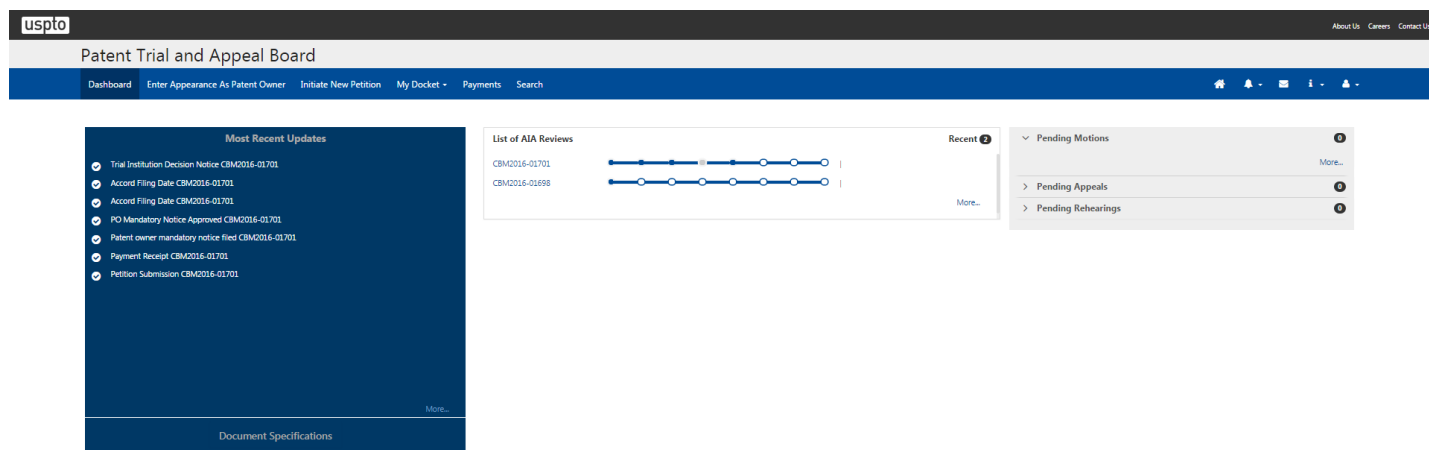


Figure 1: Dashboard

2. Click on “My Docket” located on the top dashboard ribbon (see Figure 2: Dashboard Ribbon below).

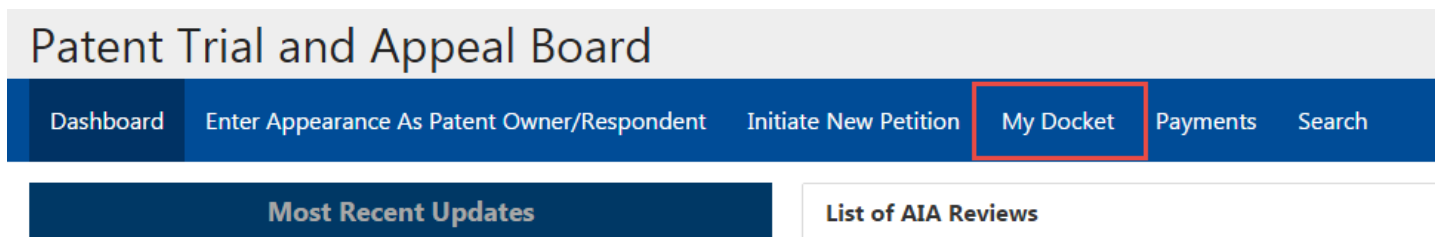


Figure 2: Dashboard Ribbon

6.2 My Docket

1. You will be taken to the “My Docket” page, click on the AIA Review number hyperlink to access that AIA Case (see Figure 3: My Docket below)

Patent Trial and Appeal Board

Dashboard Enter Appearance As Patent Owner/Respondent Initiate New Petition **My Docket** Payments Search

Home > My Docket

My Docket

All AIA Reviews **63** Notifications **275** As Patent Owner/Respondent Motions **61** Rehearings **5** AIA Appeals **12**

AIA Review #	Filing Date	Petitioner Application #	Petitioner Patent #	Patent Owner/Respondent Application #	Patent Owner/
IPR2016-10699	06/23/2016			07833497	5252525
IPR2016-10995	07/20/2016			08183369	5555555
IPR2016-10994	07/20/2016			08183369	5555555

Figure 3: My Docket

2. The AIA Review will open in a new tab (see Figure 4: AIA Review New Window below).

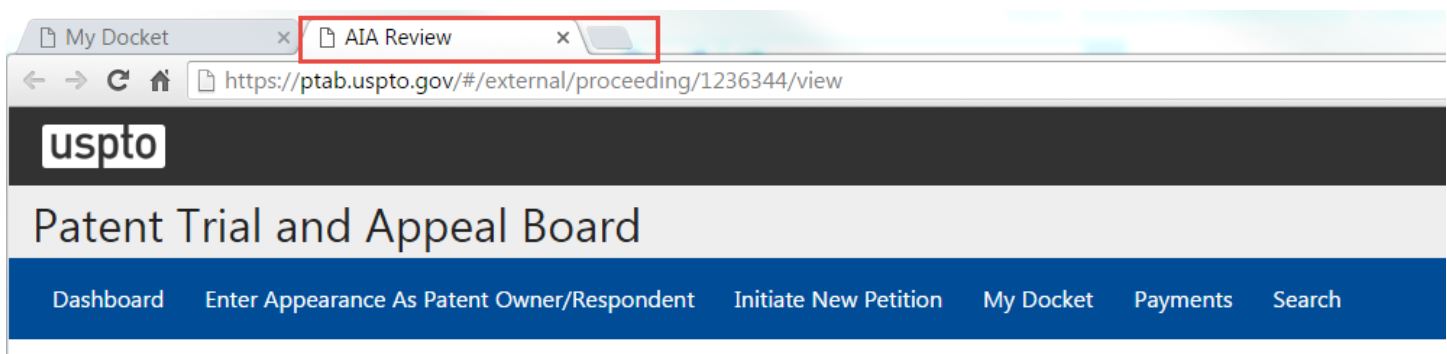


Figure 4: AIA Review New Window

6.3 AIA Review Actions

AIA Review Actions menu must be used to file any major document uploads to the particular AIA Review case, such as “File Preliminary Response, File Motions, File Rehearing Requests, File Appeals” (some of these menu items are available based on the status of the particular case, such as “File Appeal”) or to view the status of these documents already filed in an AIA Review case (See Figure 5: AIA Review Actions menu).

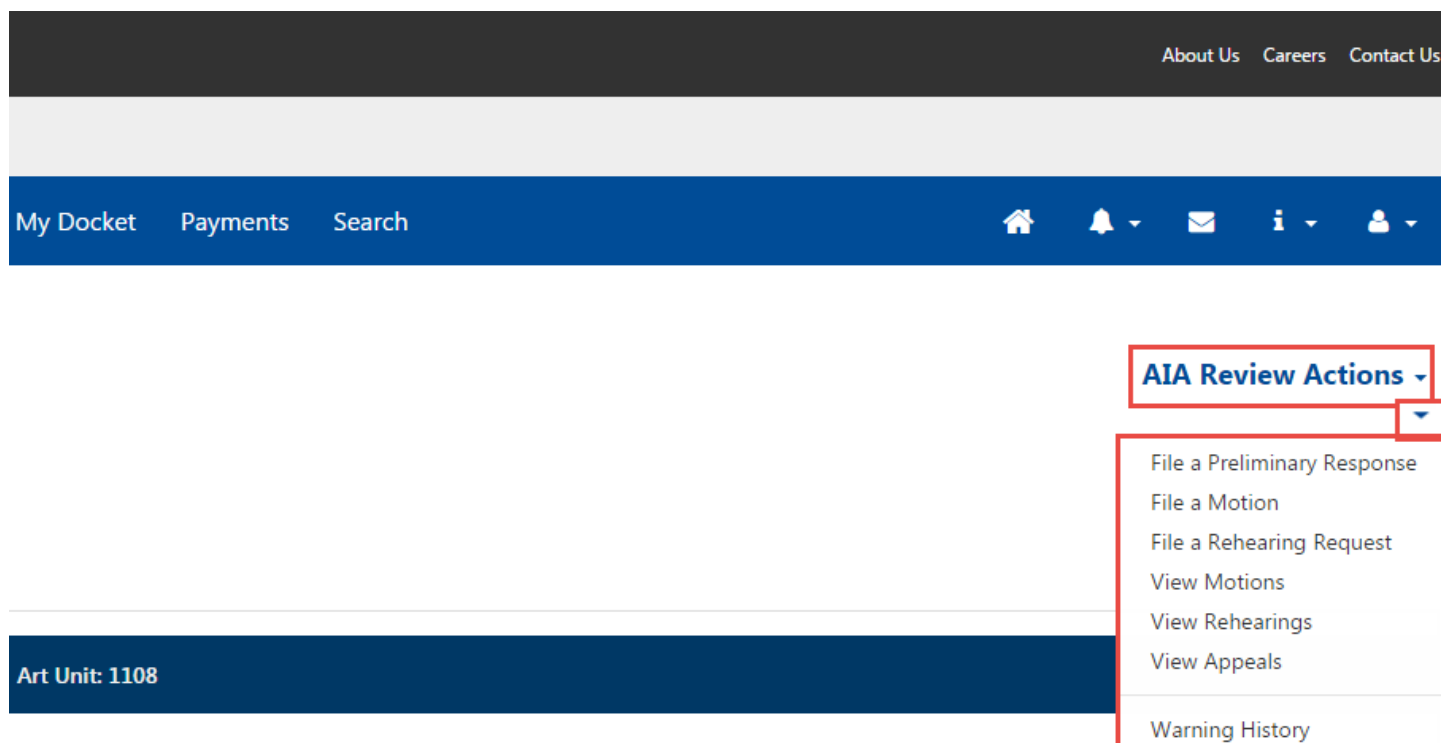



Figure 5: AIA Review Actions menu

6.4 Add Other Documents

Any other documents that are not the types that were mentioned in the AIA Review Actions dropdown menu above can be filed by using the “Add/Edit Documents” pencil icon on the particular AIA Review case.

1. Click on the “pencil icon” next to Documents Documents  to open the “Add/Edit Documents” sub window (see Figure 6: AIA Review Document Add).

Patent Trial and Appeal Board

[Dashboard](#) [Enter Appearance As Patent Owner/Respondent](#) [Initiate New Petition](#) [My Docket](#) [Payments](#) [Search](#)

[Home](#) > [My Docket](#) > [AIA Review IPR2016-11438](#)


AIA Review IPR2016-11438

Status: **Petition Filed**

Patent Number: 8600089

Tech Center: 2600


Art Unit: 2656

[Claims](#) Documents 

Papers

[All](#) **5** [Board](#) **0** [Petitioner](#) **2** [Patent Owner/Respondent](#) **3**

Export

Filter 





Paper#	Filing Date	Paper Type	Title	Pages	Filing Party	Availability
5	08/29/2016	Mandatory Notice	2016_08_29_07_30_21	7		
4	08/29/2016	Mandatory Notice	2016_08_29_07_30_21	1		

Figure 6: AIA Review Document Add

2. “Add/Edit Documents” will open the Petition Documents window.

Add/Edit Documents

AIA Review Number: IPR2016-11438

Petition Documents

* Type: Paper

* Name: [Empty field]

* Availability: Available for everyone.

* Paper Type: Select a paper type

* Attach a document: Choose File No file chosen

Add Document Clear Form

Please note - You MUST select "Add Document" after selecting the file to submit to PTAB. After "Add Document" is selected, Petitioner and Patent Owner parties will no longer have the ability to edit or delete the file. Once all documents are added, please select "Done".

Paper#	Filing Date	Type	Paper Type	Title	Pages	Filing Party	Availability
1	08/25/2016	PAPER	Petition	2016_08_25_12_25_18	1	petitioner	PUBLIC
2	08/25/2016	PAPER	Power of Attorney	2016_08_25_12_26_05	1	petitioner	PUBLIC
4	08/29/2016	PAPER	Mandatory Notice	2016_08_29_07_29_38	1	patentowner	CONFIDENTIAL
3	08/29/2016	PAPER	Mandatory Notice	2016_08_29_07_29_16	1	patentowner	PUBLIC
5	08/29/2016	PAPER	Mandatory Notice	2016_08_29_07_30_21	7	patentowner	PUBLIC
2866	08/29/2016	EXHIBITS		2016_08_29_07_29_58	1	patentowner	PRIVATE

Done

Figure 7: Add/Edit Documents

3. Select the “Type” from the Type drop down menu (Paper or Exhibits) (see Figure 7: Add/Edit Documents)
4. Select “Paper Type” from the drop down menu if Paper was selected as the “Type” above

Petition Documents

* Type: Paper

* Paper Type: Select a paper type

- Select a paper type
- Declaration
- Exhibit List
- Notice
- Notice of Deposition
- Objection
- Opposition
- Oral Hearing Request
- Other
- Power of Attorney
- Reply
- Response

5. Type your Document Name, up to 256 characters in the “Name” field.
6. Click on “Choose File” to attach your document from your computer.

7. Select the Availability for the document using the drop down menu (Available for everyone, Available to parties and board, Available to filing party and board or Available only to the board) (see Figure 8: Add Petition Documents below). **NOTE:** All fields with an asterisk are required and must be filled out.

Add/Edit Documents

AIA Review Number: IPR2016-10953

Petition Documents

* Type: Paper

* Name: Notice of Deposition

* Availability: Available for everyone.

* Attach a document: Choose File No file chosen

Buttons: Add Document, Clear Form

After selecting the file to submit to PTAB. After "Add Document" is selected, Petitioner and Patent Owner parties will no longer have the ability to edit please select "Done".

Type	Paper Type	Title	Pages	Filing Party	Availability
PAPER	Petition	1	1	petitioner	PUBLIC
PAPER	Power of Attorney	1	1	petitioner	PRIVATE
PAPER	Mandatory Notice	2016_08_03_11_01_45	1	patentowner	PUBLIC
PAPER	Mandatory Notice	2016_08_03_11_01_23	1	patentowner	PRIVATE

Figure 8: Add Petition Documents

8. You must click in "Add Document" to upload the document (see Figure 9: Petition Document Options below). You'll have the option to "Delete" document or "Clear Form" to remove it.

Add/Edit Documents

Petition Documents

* Type: Paper

* Name: Notice of Deposition

* Paper Type: Notice of Deposition

* Attachment: PTABTest Document.pdf

Buttons: Add Document, Clear Form

Please note - You MUST select "Add Document" after selecting the file to submit to PTAB. After "Add Document" is selected, or delete the file. Once all documents are added, please select "Done".

Figure 9: Petition Document Options

9. Click “Done” to submit your document as shown in Figure 10: Done Button below.

Add/Edit Documents

Petition Documents

* Type: Paper

* Name: Notice of Deposition

* Availability: Available for

* Paper Type: Notice of Deposition

* Attachment: PTABTest Document.pdf

Add Document **Clear Form**

Please note - You MUST select "Add Document" after selecting the file to submit to PTAB. After "Add Document" is selected, Petitioner and Patent Owner parties will or delete the file. Once all documents are added, please select "Done".

Paper#	Filing Date	Type	Paper Type	Title	Pages	Filing P
1	07/19/2016	PAPER	Petition	1	1	petitio
2	07/19/2016	PAPER	Power of Attorney	1	1	petitio
4	08/03/2016	PAPER	Mandatory Notice	2016_08_03_11_01_45	1	patentor
3	08/03/2016	PAPER	Mandatory Notice	2016_08_03_11_01_23	1	patentor
7	09/02/2016	PAPER	Preliminary Response	2016_09_02_09_59_34	1	patentor
8	10/21/2016	PAPER	Corrected Petition	ds	1	patentor
9	10/21/2016	PAPER	Notice	test	7	patentor
6	09/02/2016	PAPER	Notice of Filing Date Accorded	Notice of Accord Filing Date	1	board

Done

Figure 10: Done Button

6.5 File a Preliminary Response

Patent Owner’s Preliminary Response to a case must be filed by using the AIA Review Actions drop down menu (Figure 11: AIA Review Actions Menu) and by selecting the “File a Preliminary Response” menu option. If a Patent Owner Preliminary Response is filed through edit documents as described above for other document uploads, the back-end workflow/approval process by the board associated with the filing the preliminary response will not happen nor will the status of the case be changed from “Petition Filed” to “PO Response Filed”.

AIA Review Actions

- File a Preliminary Response
- File a Motion
- File a Rehearing Request
- View Motions
- View Rehearings
- View Appeals
- Warning History

Art Unit: 1108

Figure 11: AIA Review Actions

1. Select (Yes or No) to the question “Are you uploading a Preliminary Response Waiver at this time?”
2. Notice you have the option to click “Cancel.”
3. Click “Next” to continue.

[Home](#) > [My Docket](#) > [AIA Review IPR2016-10953](#) > [File a Preliminary Response for IPR2016-10953](#)**File a Preliminary Response for *IPR2016-10953***

Are you uploading a Preliminary Response
Waiver at this time? *

☒ Yes ☐ No

Prepare to upload your document

Please indicate whether you are uploading a preliminary response document and proceed to the next page to upload your document.

[Cancel](#)[Next](#)**Figure 12: Preliminary Response menu**

4. Select “Preliminary Response” or “Preliminary Response Wavier” under “Preliminary Response Type” field
5. You must select “Choose File” to attach a preliminary response document from your computer.
6. Type a Document Name in the “Document Name” field.
7. Select the document availability, the options are: “Available for everyone (default),” “Available to parties and board,” “Available to filing party and board,” or “Available only to board.”
8. Click the “Submit Preliminary Response” button to submit the Patent Owner Preliminary Response for review and action by the board.

[Dashboard](#) [Enter Appearance As Patent Owner/Respondent](#) [Initiate New Petition](#) [My Docket](#) [Payments](#) [Search](#)

[Home](#) > [My Docket](#) > [AIA Review IPR2016-10953](#) > [File a Preliminary Response for IPR2016-10953](#)

File a Preliminary Response for *IPR2016-10953*

* Preliminary Response Type

* Attach a Document No file chosen

* Document Name

* Availability

Document would be viewed by the public unless a different option is selected.

File Your Preliminary Response

Submit your preliminary response and return to the AIA Review page.

Figure 13: Preliminary Response filing options